



## KNIGHTDALE TOWN COUNCIL MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

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**August 1, 2011**

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

**PRESENT:** Mayor Russell Killen, Mayor Pro Tem Mike Chalk;  
Councilors Jeff Eddins, Tim Poirier, and James Roberson.

**ABSENT:** Councilor Terry Gleason.

**Staff Members Present:** Clyde Holt, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Chris Hills, Planning Director; Jeff Triezenberg, Senior Planner; Jimmy Overton, Finance Director; Tracy Pedigo, Public Works Director; Shawn Brown, Public Safety Director; Fred Boone, Town Engineer; Tina Cheek, Parks and Recreation Director; Reed Alexander, Operations Supervisor; Pam Yancey, HR Technician; Megan Young, Accounting Technician; Joanna Gombatz, Accounting Operations Manager; Steve Blair, Crew Leader; Jason Eubanks, Grounds Maintenance Supervisor; Terrence Barnes, Custodian.

Meeting called to order by Mayor Killen at 7:00 p.m.

### WELCOME

Welcome by Mayor Killen.

### INVOCATION

Invocation given by Councilor Roberson.

### ITEM I. ADOPTION OF AGENDA

**...Motion by Councilor Poirier to adopt the agenda. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM II. APPROVAL OF MINUTES

June 15, 2011

July 5, 2011

**...Motion by Councilor Roberson to approve the minutes of June 15, 2011 and July 5, 2011. Motion seconded by Councilor Eddins and carried unanimously.**

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Mayor's Employee Award

Mayor Killen announced Reed Alexander as the recipient of the Mayor's Employee Award for the second quarter of 2011.

B. GFOA Certificate of Achievement

Mayor Killen presented the Certificate of Achievement from the Government Finance Officers Association to Jimmy Overton, Finance Director.

C. Introduction of Employees

Suzanne Yeatts, Human Resources Director, introduced Pam Yancey as the Human Resources Technician and noted Ms. Yancey has been employed by the Town in the Finance Department for over ten years.

Finance Director Jimmy Overton introduced Megan Young as the newly hired Accounting Technician and Mayor Killen welcomed Ms. Young and presented her with a Town Pin.

D. Departmental Plan Presentations

Finance Director Jimmy Overton presented the Finance Department's plan for fiscal year 2012 and answered Council's questions.

Human Resources Director and Town Clerk Suzanne Yeatts presented the 2012 Legislative Department plans.

Tina Cheek, Director, presented the Parks and Recreation plan for the current year and answered questions from Council.

Shawn Brown, Public Safety Director, presented the fiscal year 2012 Fire Division and Police Division plans.

ITEM IV. PUBLIC

**Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.**

A. Open to the Public

No one approached.

B. Report on Citizen Inquiries

None at this time.

ITEM V. CONSENT AGENDA

A. Lyme Disease Awareness Proclamation

**Proclaim the month of August as Lyme Disease Awareness Month.**

B. BA 2012-01 – Fire Grant/Prior Year Encumbrances

**Adopt budget amendment 2012-01 to appropriate FEMA grant funds; transfer permanent part-time position from Finance Department to Legislative Department; and carryover Triangle J COG grant for converting police vehicles to propane.**

**...Motion by Councilor Eddins to adopt the consent agenda. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

**If you anticipate speaking during a public hearing at tonight's meeting, print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.**

ZTA-8-11 Non-Conforming Signs

Public hearing opened at 7:50 p.m.

Jeff Triezenberg, Senior Planner, presented a zoning text amendment to amend Section 12.13 of the Unified Development Ordinance in regard to expanding certain conditions under which a non-conforming sign may be allowed to continue. Mr. Triezenberg answered questions from Council and recommended referring ZTA-8-11 to the Land Use Review Board's August 8, 2011 meeting.

No one approached.

**...Motion by Councilor Roberson to close the public hearing at 8:02 p.m. and refer ZTA-8-11 to the August 8, 2011 Land Use Review Board meeting. Motion seconded by Councilor Eddins and carried unanimously.**

ITEM VII. SET PUBLIC HEARINGS

None at this time.

ITEM VIII. TOWN ATTORNEY

Nothing at this time.

ITEM IX. OLD BUSINESS

A. First Avenue Phase I – Resolution of Award  
RES #11-08-01-001

Fred Boone, Town Engineer, requested adoption of a resolution awarding the First Avenue Phase I project to PLT Construction Company, Inc. in the amount of \$864,383.50 pending concurrence with award by the N.C. Department of Transportation.

**...Motion by Councilor Poirier to adopt Resolution #11-08-01-001 authorizing the Town Manager to enter into contract upon concurrence with NCDOT. Motion seconded by Councilor Eddins and carried unanimously.**

B. First Avenue Right of Way Acquisitions Update

Town Attorney Clyde Holt gave an update on First Avenue Right of Way Acquisitions and asked for permission if necessary to initiate condemnation action to acquire necessary easement for power line maintenance for the Cruz property at 401 North First Avenue.

**...Motion by Mayor Pro Tem Chalk to authorize the Town Attorney to initiate condemnation action if necessary. Motion seconded by Councilor Poirier and carried unanimously.**

ITEM X. NEW BUSINESS

A. Wal-Mart Park and Ride License Agreement

Chris Hills, Planning Director, presented a license agreement with Wal-Mart for the use of eight parking spaces and the placement of a passenger shelter and associated amenities at their facility located at

7106 Knightdale Boulevard. This facility will replace the former location at Duke Medical Plaza.

**...Motion by Councilor Poirier to approve the Park and Ride License Agreement with Wal-Mart Real Estate Trust. Motion seconded by Councilor Roberson and carried unanimously.**

B. NCDOT Pedestrian Plan Grant Reimbursement Agreement

Planning Director Chris Hills presented an agreement with NCDOT for a Pedestrian Plan Grant and asked Council to authorize the Town Manager to execute the agreement awarding the grant to the Town.

**...Motion by Councilor Eddins to authorize the Town Manager to execute the Municipal Reimbursement Agreement awarding the Town the 2011 Pedestrian Planning Grant. Motion seconded by Councilor Roberson and carried unanimously.**

ITEM XI. OTHER BUSINESS

None at this time.

ITEM XII. COMMITTEE REPORTS

A. Planning and Engineering  
No report.

B. Finance  
No report.

C. Public Safety

**...Motion by Councilor Eddins from the Public Safety Committee to add the designation of Corporal in the Police Division of the Public Safety Department.** Councilor Eddins explained this change would not require additional money for the current year's budget as the \$5,000 needed to grant increases will be reallocated within the current budget.

Councilor Eddins announced that Adam Stanley was hired as Volunteer Coordinator in the Fire Division recently.

Councilor Eddins encouraged the public to attend National Night Out at Target from 6:00 to 8:00 p.m. August 2, 2011.

D. Nominating  
No report.




E. Liaison Reports  
No report.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

Not at this time.

ITEM XIV. ADJOURNMENT

**...Motion by Councilor Eddins to adjourn at 8:38 p.m. Motion  
seconded by Councilor Poirier and carried unanimously.**

  
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Mayor Russell B. Killen  
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Town Clerk Suzanne M. Yeatts